

Glade Primary School

Charging and Remissions Policy 2021/2022



Growing, Learning & Achieving with Dedication & Enthusiasm



GLADE PRIMARY SCHOOL

Charging and Remissions Policy

1. Instrumental Lessons

A minority of children at the school receive instrumental lessons from peripatetic teachers of the Redbridge Music Service. The Redbridge Music Service charges parents directly on a termly basis for the hire of the instrument. The school is charged for tuition costs and this charge is then passed on to the parent at a cost of £82 per term. The Governing body of Glade Primary will accept the charge for instrumental hire and lessons for families on a low income and where the pupil has been identified as having a musical talent and interest.

2. Materials for Art, Craft & Design and Design & Technology

The school will continue to provide basic ingredients and materials such as paper, card and clay free of charge. An exception is that electrical materials, e.g. electric motors and batteries used in making models will be charged for if the child brings it home to keep. A voluntary charge is requested from parents to support the cost of particular projects and clubs that require an additional expense. A list of current clubs and charges can be accessed through the school website.

3. Educational Visits

Parents are asked to contribute, voluntarily, to the cost of educational visits. Any parent unable to contribute to the cost is always invited to speak to the Headteacher or Deputy Head in confidence. The school will accept the charge for Child Looked After (CLA) and Pupil Premium pupils for all school visits. Only if an adequate response to the request for contributions is received, can the visit go ahead. A charge will be levied of the full cost of the residential trip for Year 6 pupils.

4. Extended Schools

The school offers a Morning and After School Club at a charge of £3 for Morning Club and £5 part session and £9 full session at After School Club. In exceptional circumstances the school may provide this service free of charge e.g. for a CLA pupil or a family on the Child Protection Register.

5. Pupil Premium

The school is in receipt of Pupil Premium funding, which may be used to help meet the cost of educational visits or any extended school activities for children experiencing hardship who fall into one of the following categories: Free School Meals, CLA Pupils, illness of parent/carer, death of parent/carer.

6. Breakages and Fines

Parents will be charged on an ad hoc basis up to the full cost of the book or item broken or defiled. Where damage to school property is caused by thoughtless or irresponsible behaviour, parents will be notified and expected to voluntarily reimburse part or all of the costs. If parents are unable to contribute financially, they will be expected to come to an alternative arrangement to compensate the school.

7. Payment of Arrears

Where parents fail to meet the cost of a service provided, a reminder will be sent at least half-termly requesting immediate payment of outstanding arrears. If the payment is not forthcoming, an appointment will be made to meet with the School Business Manager to discuss any hardship difficulties and to agree a way forward. Should the parent fail to keep the appointment with the School Business Manager, the pupil will be withdrawn from the activity with immediate effect.

8. Freedom of Information Act 2000

At times parents may request information that requires a large amount of photocopying or printing. We currently charge the cost of postage and £5 per 100 sheets for this service.

9. Certifying Documents/DBS Checks

A charge of £5 per form will be levied for certifying applications in respect of passports, etc or for certifying documents.

Parents who volunteer regularly in classes will be required to complete a DBS check and will be charged the administration fee of £15. Once a pattern of regular support has been established (1 term) this will be reimbursed.

10. Late Collection Fees

Parents who are regularly late collecting their child will incur a late collection charge of £5 for each 15 minutes that they are late.

11. Remissions Policy

- The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

The Governing Body has **delegated responsibility** for reaching speedy decisions **to the Headteacher**, who will consult with the Chair of the Governing Body, should anything outside the normal practice occur.

Adopted by Governing Body: Autumn Term 2021